



STUDENT ADMINISTRATION REQUEST FOR FEE REFUND

International College

HOW TO APPLY: submit this form and supporting evidence (if applicable) to **mypathway@westernsydney.edu.au***Form must be filled out digitally (not hand-written)

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1 - PERSONAL DETAILS										
Student IL	Student ID number Daytime contact phone number									
Title Family name										
Given nam	ne(s)									
Australian address										
Unit no.		Street no.		Street name			Class		Destant	
Suburb Email add	rocc						State		Postcode	
Email add	11622									
Home pho	one number (i	incl. count	ry and area code)) Work p	hone number	r (incl. c	ountry and	d area cod	e)	
				,		(-/	
Mobile phone number (incl. country and area code)										
Course co	de	Course	e name							
Estimate refund amount: \$AUD										
	RENT ACAD									
Are you currently studying an academic qualification at an institution other than Western Sydney University International College?										
If yes, please complete the details below.										
Name of qualification/award (e.g. Bachelor of Business)					Du	Duration				
Institution	n name					Col	untry/state	6		
Date commenced Expected date of completion										

In providing my personal information to the Western Sydney University International College (the International College), I understand that, other than as authorised by law, the International College will only use this information for the purposes for which it is being collected in accordance with the International College's functions and activities associated with my enrolment. In some instances, the International College may need to disclose information to any Government department which administers or has authority regarding education or immigration policy and law and any other Government agencies (State, Territory or Federal, an affiliated entity of the International College, or to third parties for the purposes of recovering unpaid International College fees or other debts owed to the International College, and I consent to such disclosure. I also understand that all information will be collected, stored, accessed and disseminated or destroyed in accordance with privacy, records management and other relevant laws, and the International College's policies. CRICOS Provider code: 03663C.

3 - REFUND DETAILS						
Original payment method						
(Please choose ONE of the following that corresponds to you	ur most recent payment.)					
Flywire (if payment was made via Flywire). Please select refund method option 1.						
Australian bank account (if payment was made by an Aust	ralian bank account). Please select refund method option 2.					
Overseas bank account (if payment was made by an overse	eas bank account). Please select refund method option 3.					
	ment was made by both Flywire and an Australian or overseas options, 1, 2 or 3 if you made a part payment across multiple					
Option 1 – Refund by Flywire (Flywire may contact you to	o verify your banking information.)					
Credit card or Online payment including BPAY and e-						
Refund will be processed via Flywire to your original pa						
Bank Transfer Refund will be processed via Flywire to your original page.	ayer's bank account.					
Option 2 – Australian Bank Details						
Please ensure that your full Australian bank details are provided Please note: if you are a presently overseas, please complete see						
Account holder's name						
Account Holder's Harrie						
A second bed dead and dead						
Account holder's address						
Name of bank	Branch name					
Name of bank	Branch Hame					
Branch number (BSB)	Account number					
Option 3 - Refund to an Overseas Bank Account						
Account name	Account number					
Bank name						
Bank address						
Dank address						
SWIFT code	IBAN/Account Number (if applicable)					
SWII I Code	ibanyaccount number (ii applicable)					
Intermediary bank swift code (if applicable)						
Please tick one and provide information based on the country of	of bank					
☐ IFSC (India) ☐ CNAPS (China) ☐ Beneficiary Tax ID/1	NIT (Colombia) CNIC (Pakistan) Bank code (Sri Lanka)					
Relationship of bank account holder to student (if student is no	at the bank account holder):					
relationship of bank account holder to student (if student is no	or the bank account holder).					
Account Holder's Complete Residential Address - Must Fill (PO	box and VPO addresses not acceptable):					

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4 - REASON REFUND	we are weart for the way and we are Washawa Coolean I laive weith a late washing a
College, please indicate your reason for withdrawing (pleas	ur current/future course at Western Sydney University International se tick the relevant boxes).
Decided not to come to Australia	Completed study at WSUIC
Failure to meet entry requirements	Transfer to another provider
☐ Visa Refusal	☐ Withdrawal from the course
OSHC Refund	Overpaid tuition fees
Other, please specify:	
Transfer to WSU ID: (only available if original payment	t was made by bank transfer)
Transfer to vveo ib. (only available if original payment	t was made by built dansier)
5 - DECLARATION AND SIGNATURE	
• The information I have provided in this application is true a in a delay or rejection of this application.	and correct. I acknowledge that any incorrect information can result
 Any fees incurred by WSUIC due to incorrect information 	being provided will be deducted from the refund amount.
• I have read and understood the WSUIC Refund Policy and	other relevant policies.
	submitting this application does not automatically grant the refund.
An incomplete application will not be accepted.	
Student's signature	Date (dd/mm/yyyy)
^	
Parent's/Guardian's signature	Data (dal lasas lasas)
(if student is under 18 years of age)	Date (dd/mm/yyyy)
<u>~</u>	

OFFICE USE ONLY

Supporting documentation required

Reason for refund request	Supporting documentation	Staff checks/a	ction	Initial & date
Completed course	None required.	Finance	Check Enrolment Status.	
Withdrawal from course	Completed Withdrawal form.	Stu. Services Admissions	Check supporting documentation. Process Withdrawal. Forward refund form to Finance .	
U18 Accommodation / Guardianship fees	Approved amendment to U18 Accommodation and/or Guardianship arrangements.	Student Services	Check supporting documentation. Forward refund form to Finance .	
Difference in tuition fees	Revised Offer Letter and CoEs for the new course.	Admissions	Check supporting documentation. Forward refund form to Finance.	
Failure to meet entry requirements	Documentary evidence that Offer Letter conditions have not been met.	Admissions	Check supporting documentation. Forward refund form to Finance.	
Refusal of student visa	Letter from Australian Government informing of the visa refusal.	Admissions	Check supporting documentation. Forward refund form to Finance .	
Other	Contact Student Services to discuss the reason and documentation required.	Student Services	Forward refund form to Finance .	

Finance

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	Fees paid	Comment
+	+ OSHC	
+	+ Accommodation / Guardianship	
+	+ Other:	
-	- Visa refusal	
-	- Failure to meet entry requirements	
-	- Cancellation penalty	
-	- Other:	
	TOTAL REFUND AMOUNT	

Approval

Position	Name	Signed	Date	Comment
Accounts Officer				
Business Manager				
Director - Finance				